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2 November 1965

**MEMORANDUM FOR: Director of Training**

**SUBJECT : Monitoring Presentations to Agency Audiences  
by Non-Agency Speakers**

1. Recently the Deputy Director learned of statements made by non-Agency speakers when addressing Agency audiences which were of interest to him. However, he did not learn of the remarks which had been made until some time after the address and then only because they were pertinent to another situation which had been brought to his attention.

2. The Deputy Director has requested that the Director of Training ensure that someone is designated to take notes whenever a non-Agency speaker addresses one of our training courses and submit a brief report on any statements, developments, or incidents which might be of interest to the Office of the Director. The Deputy Director is not interested in a verbatim transcript or even a full summary of each speaker's remarks. He defers to the judgment of the Director of Training to forward a report on any developments which he believes would be of interest to the Office of the Director. The Deputy Director for Support and the Director of Training are requested to ensure the submission of such reports.

/s/ L. K. White

L. K. White  
Executive Director-Comptroller

cc: DD/S

LKW:rcr:2 Nov 65

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